

EDUC 300 Observation and Participation Personal Data Form

Due August 22, 2025

The State requires that all Education students complete 100 hours of observation prior to student teaching. During your Observation and Participation class, you will complete these 100 hours in PK-12 classrooms with certified teachers. You will get credit for hours already completed if you took the CSC Intro to Teaching class (25 hours). If you completed observation hours for a class at a different college, please get a copy of that class syllabi and a log of those hours completed and email them to Stef at svanvleet@csc.edu. We must have proof of 100 hours that you have completed.

All observation hours must be completed prior to finals week to be accepted. Only those hours/evaluations turned in by the cooperating teacher(s) electronically will be accepted. You will send the link to the evaluation form to the cooperating teachers (provided in your O&P Canvas site).

The felony oath statement, plan sheet (this link) and the background check are all required PRIOR to completing any observation hours for O&P. If these items are not complete prior to observation hours, those hours will NOT be accepted.

* Required

* This form will record your name, please fill your name.

1. NAME: *

2. NUID: *

3. CELL PHONE NUMBER: *

4. CSC EMAIL ADDRESS: *

5. ENDORSEMENT(S)/MAJOR(S) (ex: Elementary Ed K-8, Math 6-12, Health & PE PK-12, etc.): *

6. Are you currently a para-professional, long-term sub (this does **NOT** mean subbing for your district every day in different classrooms) or certified teacher of record working **in your endorsement area (ex: Elementary Ed K-8, Special Ed K-12, etc.)**?

If you are a one-on-one paraprofessional and not working in classrooms in your endorsement area, then you will need to complete the 100 observation hours and you will answer NO to this question. *

☐ Yes

☐ No

Waiver of observation hours for work-related experiences

If you are a classroom paraprofessional, a long-term substitute teacher or a certified teacher of record and are working in classrooms in your endorsement area (Special Education, Elementary Education, etc.), then your 100 observation hours will be waived. If you are a one-on-one paraprofessional and not working in classrooms in your endorsement area, then you will need to complete the 100 observation hours.

If you are working as a paraprofessional, long-term sub, or certified teacher of record in your endorsement area, you will need to sign the statement in this link - https://eaglescsc-my.sharepoint.com/w/g/personal/svanvleet_csc_edu/EbSEBAFYLqZHhzoRy0qKWTk88cAX6TlrB_6p6UE3gfo6g?e=vghAm6 affirming that you do and then have your Administration sign the form verifying that your statement is correct.

You will then upload the completed form in the next step below.

If you are completing this Waiver form, then you will NOT have to complete the felony oath statement or get a background check. This means that you have completed the observation hours requirement with your job. You will not even go to the rest of this Microsoft form where you would find those forms, it stops here on the waiver form page.

7. Upload completed waiver form here

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF, Image

School District Choice

If you plan on completing your O&P observation hours at Chadron Public Schools, we will set you up with a teacher and then you will set up a schedule with that teacher after you have been placed and notified.

If you plan on completing your observation hours outside of Chadron Public Schools, please contact the school administrator to set you up with a teacher and then make a schedule with that teacher.

8. CHECK THE APPROPRIATE STATEMENT *

- ☐ I plan to do my O&P observation hours at Chadron Public Schools
- ☐ I plan to do my O&P observation hours outside of Chadron Public Schools in the following school district:

9. School district OUTSIDE of Chadron (mark N/A if choosing Chadron): *

Verification Form **OR** Early Childhood Practicum/Special Education Microteaching
ONLY ONE OPTION FOR A MAXIMUM OF 30 OBSERVATION HOURS CAN BE USED FOR HOURS WAIVED IN O&P.

10. Verification Form **OR** Early Childhood Practicum/Special Education Microteaching *

- ☐ Verification Form - If you have worked in a school setting with children in a capacity as a student coach of a school sponsored team, the After-School programs, or working at the CSC Child Development Center, please have your supervisor sign and date the Verification Form and send it to the Field Experience Office. The form can be found on your Canvas site Week 1 Assignments under "Waiver for 30 observation hours" or in the link in the Verification page below.
- ☐ Early Childhood Practicum/Special Education Microteaching - If you are Special Education K-12 or Early Childhood Supplemental or Inclusive and taking or have taken either Early Childhood Practicum FCS448/448L or Special Education Microteaching SPED 317, you will have 30 hours waived.
- ☐ I do not have either of these options for an hour waiver.

Verification Form Upload

11. Please upload your signed Verification Form if you have it now - https://eaglescsc-my.sharepoint.com/:w/g/personal/svanvleet_csc_edu/EWH8Oatxn1tEiMImPF9NVJcBlyqvq408LB-fm9NxstrXBQ?e=ZxZNVy. If not, please email it to Stef at svanvleet@csc.edu.

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Early Childhood Practicum/Special Education Microteaching

12. EC Practicum or SPED Microteaching? *

- ☐ I have taken or will be taking FCS 448/448L Early Childhood Practicum
- ☐ I have taken or will be taking SPED 317 Special Ed Microteaching

13. Semester course taken: *

Background check - *REQUIRED

14. For this question you are asked to certify that you completed the designated steps to obtain a background check. If you have not done so already, these steps can be accessed at the following link: https://eaglescsc-my.sharepoint.com/:w/g/personal/svanvleet_csc_edu/EQqnMMPv8xtHj0638EpLJQUBbsocc58df81Buyy0BSpvrA?e=Yr26FG This must be done before you continue with this form. **Your background check must be fully processed and completed before you step foot into a classroom or your observation hours will NOT be accepted.** *

☐ I certify that I have completed the designated steps to obtain a background check.

Notarized felony oath statement

15. For this part of the form, scan and upload your completed CSC NDE Oath Statement (felony oath statement). This form can be accessed at the following link: https://eaglescsc-my.sharepoint.com/:b:/g/personal/svanvleet_csc_edu/ETwxIN9UHwIOkslrWjnyUZUBwNqkRBa2AfiyJaM5CpzFHg?e=WrtxL7 or in your Canvas site. This document must be completed and signed IN FRONT OF a Notary Public, and uploaded here before you continue with this personal data form. Do NOT sign it before you are in the presence of the Notary. You can usually find Notary Publics in courthouses or banks.

On campus, Stef Van Vleet in Old Admin is a Notary.

If this form has not been completed and signed by you and then signed and stamped by the Notary, it will not be accepted. *

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